

Town of Randolph

Planning Board Minutes

December 4, 2025 - draft

Members Present: June Hammond Rowan, Robert Ross, Michele Cormier, Todd Ross, and Tim Mather

Members Excused: Kevin Rousseau and William Demers

Public Present: Shelli Fortin, Minutes Taker

1. Call to Order

June Hammond Rowan called the meeting to order at 7:02 pm.

Todd Ross was appointed a voting member for the meeting, as Kevin Rousseau was absent.

2. Roll Call

3. Review of Minutes

On a motion by Todd Ross, seconded by Tim Mather, the Board voted to accept the minutes of November 6, 2025, as presented.

4. Communications to the Board

There were no communications to the Board.

5. Report of Officers and Committees

a. Selectboard

Michele Cormier advised that there will be two vacancies on the Selectboard in March, one for a one-year term and one for a three-year term.

b. Randolph Forest Commission

Tim Mather advised that the attorney is still working on the Maple Tap Lease to finalize that agreement.

Mather advised the Forest Commission budget has been completed and is ready for the public hearing.

It was noted that signs have been installed for the parking at the glades. Michele Cormier advised that the Town would plow the circle, and that Newell White will plow the parking spaces.

6. Applications

There were no new applications.

7. Public Hearings

There were no public hearings.

8. Other Business

a. Land Use Ordinance – Finalize Amendments

June Hammond Rowan provided the proposed 2026 amendments to the Land Use Ordinance. The Board had previously voted to move forward with Amendments 1-3.

Hammond Rowan advised that Attorney Malaguti has made some changes and edits to Amendment #4, which were reviewed. Michele Cormier asked why the permit is referred to as the Zoning and Building Permit, and was advised it is because the Selectboard, which reviews the applications, is checking for Land Use Ordinance regulations such as setbacks. However, they can call the permit anything they choose to. Michele Cormier agreed that including “non-living space to living space” is a good idea, and that the public should be made aware of this. Hammond Rowan noted that Section D has added that structures be constructed to comply with state building code “as required by state law”, as it is the owners and contractors’ responsibility to follow the state building code since the Town does not have a building inspector. Hammond Rowan moved part of Section E to F, to separate wood boilers from sewage disposal systems. Section H was added to include Alteration of Terrain permits from DES.

On a motion by Robert Ross, seconded by Tim Mather, the Board voted unanimously to approve Amendment #4 for the Land Use Ordinance to go to Public Hearing on January 8, 2026.

Hammond Rowan reviewed Amendment #5 for nonconforming lots, that contains the word now, instead of not. The Board agreed that this is a typo and will be corrected in the next version of the Land Use Ordinance. No amendment will be needed for this correction.

Hammond Rowan provided a copy of Gorham’s Zoning Ordinance in reference to fences, which requires a permit for fences higher than 6 feet, within the setback, or permanently affixed. After discussion, the Board decided to table any amendment concerning fences until next year, as there are many items to consider. Michele Cormier advised that the Selectboard will come up with a list of things to consider for permits, such as fences and generators.

b. Rules of Procedure - Finalize Amendments

June Hammond Rowan provided a copy of the amendments to the Planning Board Rules of Procedure, including the amendment that the Planning Board Chair cannot serve as the Forest Commission Chair, procedures for cancelled or changed meeting dates, and the requirement of a public hearing for changes in procedure.

c. Budgets

June Hammond Rowan advised that the proposed Planning Board budget is the same as last year. Hammond Rowan noted that there is one invoice not included in this year's expenses for a consultation with the attorney, which will be added. No Public Hearing is needed for the Planning Board budget.

The Forest Commission budget was shared with the Board. June Hammond Rowan noted that the budget shows a deficit of \$75,000, and suggested that money be listed in the income line from Grants and Gifts for habitat work or from the Revolving Fund to balance the budget. Michele Cormier noted that the Forest Commission budget does not affect taxation, and is just a list of anticipated expenses and revenues. Hammond Rowan advised that she would review past budgets and meet with the Forest Commission Chair in reference to the deficit. The Public Hearing for the Forest Commission budget will be held on January 8, 2026.

e. Other

9. Public Comments

There were no public comments.

10. Adjournment

On a motion by Robert Ross, seconded by Tim Mather, the Board voted to adjourn the meeting at 7:51 pm.

The next meeting of the Planning Board will be held on January 8, 2025.

Respectfully submitted,

Shelli Fortin
December 5, 2025